

Freedom of Information

Guide to information available from St Mary's Catholic Primary School under the model publication scheme

Information to be published. This includes datasets where applicable	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	10p per page for B&W 20p per page for colour
Who's who in the school	website	

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Who's who on the governing body / board of governors and the basis of their appointment	website	
Instrument of Government / Articles of Association	Hard copy from the school office	
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	website	
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	website	
School session times and term dates	website	
Address of school and contact details, including email address.	website	

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<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual budget plan and financial statements	Hard copy from the office	
Capital funding	Hard copy from the office	
Financial audit reports	Hard copy from the office	
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Hard copy from the school office	

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Pay policy	Hard copy from the school office	
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Hard copy from the office.	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum	website	
School profile (if any) And in all cases:	Website	

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<ul style="list-style-type: none"> • Performance data supplied to the English or Welsh Government or to the Northern Ireland Executive, or a direct link to the data • The latest Ofsted / Estyn / Education and Training Inspectorate report <ul style="list-style-type: none"> - Summary - Full report • Post-inspection action plan 	website	
Performance management policy and procedures adopted by the governing body.	Hard copy from the office	
Performance data or a direct link to it	website	
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	website	

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Safeguarding and child protection	website	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous three years as a minimum</p>	Hard copy from the office	
Admissions policy/decisions (not individual admission decisions) – where applicable	website	
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard copy from the office	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	(hard copy or website)	

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<p>Current information only.</p> <p>As a minimum these must include policies, procedures and documents that the school is required to have by statute or by its funding agreement or equivalent, or by the Welsh or English government or the Northern Ireland Executive. These will include policies and procedures for handling information requests. In addition, for Wales, this will include a Welsh Language Scheme in accordance with the Welsh Language Act 1993. For Northern Ireland, this will include an equality scheme / statement in accordance with the Northern Ireland Act 1998.</p>	<p>Hard copy from the office</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard copy from the office</p>	

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<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see "How to complete the Guide to information").</p>	<p>website</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only (this does not include the attendance register).</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Asset register</p>	<p>Hard copy from the office</p>	

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Any information the school is currently legally required to hold in publicly available registers	Hard copy from the office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Extra-curricular activities	Hard copy from the office	
Out of school clubs	Hard copy from the office	
Services for which the school is entitled to recover a fee, together with those fees	N/A	
School publications, leaflets, books and newsletters	website	

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Additional Information This will provide schools with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ ..p per sheet (black & white)	cost 10p per sheet
	Photocopying/printing @ ..p per sheet (colour)	cost 20p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class

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Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		